

SharePoint 2016 - Create and maintain a team site - Level 2



BPC-135 2 Days (14 Hours)

Description

Take advantage of these two days of training to go further with SharePoint 2016. Discover advanced features such as exchange through a social network, management of the life cycle of documents using Workflow or the in-depth understanding of document management.

Who is this training for ?

For whom

Any person required to manage and administer a SharePoint 2016 team site on a company intranet or on SharePoint Online with Office 365. This training is aimed at non-IT professionals and covers the functional aspects of administration of a SharePoint 2016 collaborative site.

Prerequisites

Aucune

Training objectives

- Exploit the advanced collaborative features of SharePoint 2016
- Automate the circulation and validation of documents by exploiting Workflows
- Identify interest and practice the functionalities of the social network
- Secure access to site information.

Training program

Rappel sur les composants d'un site collaboratif

- SharePoint 0 Sites and site collections.
- Lists and libraries.
- Pages and web parts.

Exploiter les fonctionnalités avancées de la gestion documentaire

- Use managed metadata.
- Define content types.
- Manipulate document sets.

Cibler l'utilisation des listes, bibliothèques et

- WebPart Create specific libraries.
- Share information in Wiki page libraries.
- Manage a list of tasks related to a project.
- Distribute a survey and display the graphic summary of the responses.
- Import Excel data to populate a list.
- Set up 'linked lists'.
- Use targeted Web Parts.

Mettre en place un Workflow standard

- Operating principle of a Workflow (or workflow).
- Configure and administer a Workflow.
- Start a Workflow and follow the tasks step by step associated.

Utiliser les fonctionnalités de Réseau Social

- Create your profile: personal information, news feed.
- Comment, evaluate, tag and share bookmarks.
- Create and maintain a blog, a news feed, a micro blog.
- Create a community.

Sécuriser les droits d'accès

- The 3 levels of security management in SharePoint.
- Manage custom permission levels for collection administrators.

Travailler en mode déconnecté avec

- Onedrive Synchronize your libraries in offline mode.